

Notice of Hearing (Bankruptcy)

- STEP 1.** Click on **Bankruptcy** on the ECF Main Menu Bar.
- STEP 2.** Click on **Notices**.
- STEP 3.** The **Case Number** screen displays.
- ☐ Insert the case number by using the YY-NNNNN format.
 - ☐ Click **Next**.
- STEP 4.** Confirm the debtor(s) name and case number are correct.
- ☐ Click **Next**.
- STEP 5.** The **Event Selection** screen displays.
- ☐ Select **Notice of Hearing** from the event list.
 - ☐ Click **Next**.
- STEP 6.** The **Party Selection** screen displays.
- ☐ Select the party filer.
 - ☐ Click **Next**.
- STEP 7.** A case verification screen displays.
- ☐ Click **Next**.
- STEP 8.** A hearing information screen displays.
- ☐ Choose the appropriate type of hearing and enter the hearing date, time and location.
 - ☐ Select docket entries which are to be associated with the hearing.
 - ☐ Click **Next**.

STEP 9. Click **Browse** to select the appropriate PDF to attach.

☐ Click **Next**.

STEP 10. A case verification screen displays.

☐ Click **Next**.

STEP 11. The **Docket Text: Final Text** screen displays.

☐ Confirm the docket text is correct.

☐ Click **Next**.

STEP 12. The **Notice of Electronic Filing** screen displays.